



eOPF SURPLUS DOCUMENTS

As you may already know, NASA is implementing the Electronic Official Personnel Folder (eOPF), an online version of your paper OPF. eOPF is an eGov initiative and is part of the Agency's Human Capital Information Environment (HCIE) launched to improve the way you review your HR benefits and documents. eOPF documents your civil service employment history from your initial appointment to separation in an easily accessible and searchable format.

In cooperation with the Office of Personnel Management (OPM), NASA's Office of Human Capital Management (OHCM), is responsible for implementing this project. OPM is the official owner of your OPF and NASA OHCM is the authorized folder custodian. With the deployment of eOPF, established record keeping standards will be followed government-wide improving consistency and promoting efficient and effective maintenance and transfer of personnel records.

The policy governing contents of the OPF is contained in OPM's Guide to Personnel Recordkeeping (GPR). Although we have often filed documents in the OPF not listed in the GPR, the policy and increased government standardization driven by eOPF dictate that we can retain only OPM-mandated personnel documents.

Documents removed from your OPF prior to its conversion to the electronic format will be available following the eOPF briefings on February 26 and February 28 in the DEB cafeteria. Plum Brook employees will receive their documents on March 4th. These documents are being returned because they are duplicates of retained documents or do not meet OPM guidelines and are not retained in any other location at the Center. Documents that do not belong in the eOPF but are retained for other reasons, such as medical records, will be maintained by the appropriate office at the Center.

Should you have questions about any personnel document, please contact your organization's OHCM representative. A complete listing can be found at:
http://www.grc.nasa.gov/WWW/OHR/HR_POC_list.pdf

Thank you in advance for your cooperation and support for this important project.